



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER WEAPONS DIVISION
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IN REPLY REFER TO:

7420
J25000E/FSOG 038.1
10 Feb 05

MEMORANDUM

From: Deputy, Comptroller Group (Code JA0000D)

Subj: FINANCIAL SYSTEM OPERATING GUIDANCE 038.1;
"TELEWORK HOURS"

Ref: (a) Department of Defense Telework Guide
(b) NAWCWD memo 7420 762200E/FSOG 038 of 29 Jan 02
(c) Defense Civilian Pay System Customer Service Representative Users Manual

Encl: (1) CATS Time Sheet Sample
(2) ZCADO Telework Report Sample

1. Purpose. To identify procedures for recording time and attendance associated with the telework program. This guidance is being updated to incorporate the new codes established by the Defense Finance and Accounting Service (DFAS). The guidance provided in this document is effective immediately.
2. Background. Telework hours (also known as telecommuting) are hours of work performed off-site. As provided in reference (a), employees must be approved for the Telework Program and must have a Telework Agreement in place.
3. Cancellation. Reference (b) is hereby canceled in its entirety.
4. Guidance
 - a. As provided in reference (c), 3 new codes have been established for documenting telework. Telework hours will be recorded as follows. Enclosure (1) provides a sample timesheet.

Absence/Attendance Code (A/A) **and** Premium Number (Prem. no.) (column next to A/A)

RG (regular)

RF (regular ungraded)

TM (telework medical)

TS (telework ad hoc/situational)

TW (telework regular)

TM - Telework Medical - use "TM" when telework is authorized as an accommodation to a disabling medical condition or a medical situation.

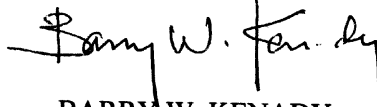
TS - Ad Hoc/Situational - use "TS" when an employee participates in telework on an occasional, one-time, or irregular basis. Telework of one day or less per pay period is considered ad hoc.

TW - Telework Regular/Core - use "TW" when an employee has an approved work schedule including work for at least one day each week at an alternative worksite (as defined by OPM).

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b. Since the Office of the Secretary of Defense (OSD) is currently using the time and attendance system to create reports on telework usage in the Department of Defense, it is critical that all employees participating in telework on a regular or even occasional basis be properly coded so the report reflects the full extent of participation by Department of Navy employees. Enclosure (2) provides a sample report of employees working telework hours. This report can be pulled using the SAP ZCADO report.

5. Point of Contact. Questions concerning this guidance should be addressed to Cecilia Ramirez, Code J25000E, DSN 351-1814.



BARRY W. KENADY

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[illegible]**Telework Codes:**

- Encl (1)

ZCADO Telework Report Sample

SAP

Display Time Sheet Data

Choose Save

Exc...	Pers.no.	Date	AAType	Prem. n...	z	Hours
000	1089	11/01/2004	RG	TW		9.00
000	1089	11/02/2004	RG	TW		9.00
	1089					18.00
000	7519	11/22/2004	RG	TW		2.00
000	7519	11/23/2004	RG	TW		2.00
000	7519	11/24/2004	RG	TW		2.00
000	7519	11/29/2004	RG	TW		4.00
000	7519	12/01/2004	RG	TW		4.00
000	7519	12/02/2004	RG	TW		4.00
000	7519	12/08/2004	RG	TW		6.00
000	7519	12/07/2004	RG	TW		4.00
000	7519	12/08/2004	RG	TW		4.00
000	7519	12/09/2004	RG	TW		8.00
000	7519	12/13/2004	RG	TW		4.00
000	7519	12/14/2004	RG	TW		4.00
000	7519	12/15/2004	RG	TW		4.00
000	7519	12/16/2004	RG	TW		4.00
	7519					56.00
						74.00

Subtotals cannot be calculated over totalizable fields

CADO sapd1 OVR

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